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## OPERATIONS DIRECTORATE SUPPORT OFFICERS' NOTES

27 November 1974

### 1. Items of interest from the DDO Staff Meeting

25X9 a. Attitudinal Survey. Approximately [REDACTED] questionnaires were sent out in connection with the attitudinal survey in the Operations Directorate. Almost [REDACTED] have now been returned, which is an excellent response. Employees who haven't responded should be encouraged to do so.

b. Christmas Parties. Christmas parties in the Directorate of Operations may be held between 1500 and 1800 on December 20 or 23. Parties should not last more than two hours. A senior officer should be present to assure that the spirit of the policy is followed and that the party ends no later than 1800.

c. Annual Spouse Day. Please remind everyone of the Directorate of Operations Spouse Day on 7 December. Also encourage wives or husbands (no children) to accompany the sponsors.

d. Retirement Age. The Agency has now adopted a mandatory retirement age of 65 for all Civil Service retirees and for GS-18's and above in CIARDS. Age 60 remains the mandatory retirement age for CIARDS retirees who are GS-17 or below.

### 2. Other items of interest

25X1C

25X1A b. Parking. Logistics Services Division has agreed that the car pool permits returned to us can be used only for medical cases. Your request should be forwarded to [REDACTED] using the normal criteria for medical parking. Most of the spaces are in the North Lot. If a space is farther from the building than you think appropriate for a disabled person, you will have to make an exchange within your Division or Staff. Please report to us any switches you make.

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